## **Environment Online**

# Reference Guide – Prepare additional information, including the Environmental Review Document (ERD)

21 November 2023 Version 1





## **Prerequisites**

An Environmental Review Document (ERD) is a report on the environmental review submitted to the EPA for assessment to meet the requirements of s.40(2)(b) of the EP Act. Environment Online can be used to prepare and submit the ERD. Environment Online can also be used to provide supplementary reports and information with a referral.

An ERD is included in an application for assessment. If you have not submitted an application to the EPA for assessment, refer to the **Submit an application in Environment Online** process. The following process should also be used to prepare additional information, including an ERD, as part of the assessment process.

The process can also be used to review and build on the information submitted in the referral application when requested to do so. Note that in this scenario, the ERD will not appear as a task on the Application dashboard, rather it will be initiated through a Request for Information (please refer to the **Respond to Request for Information (proponent)** process).

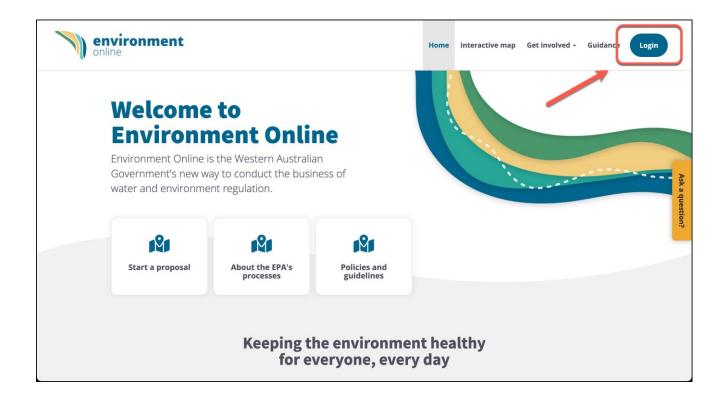
To create, review, or update an ERD in the Environment Online portal, you must be a registered individual or entity.

If you are unsure what information is required, consult the knowledge database, or request a preapplication meeting. Both options are available within the Environment Online portal.

You must be logged in to the Environment Online portal to create an application.

### **Provide additional information**

1. Log in to the Environment Online Portal



2. Navigate to My Environment to view your current applications

en onli	<b>vironme</b> ne	ent	Home	My environment	Interactive map	Get involved 🗸	Guidance 😫	. ~
	My e	nvironm	ent					
	Welco ROLE	me,	PHONE			Make an enquiry	<b>D</b> New application	Ask a question?
	PARTY	INDUSTRY EMAIL -	LOCATION -			Lpdate profile	New proposal	
	這 Current pr	ojects (1)				Actions		
	PRJ-0001245	new project	Draft	Last updated:	м	ly comments ly enquiries	→ →	

Scroll down to the Tasks list, then select the Complete & Submit Environmental Review task
 Note: If you are responding to a Request for information, the ERD will not appear as a task on the Application dashboard. Please refer to the Respond to request for information
 (proponent) process.

若 Tasks (5)			
ESD-0001005	Complete & Submit Environmental Scoping - APP-0001303	Not Started	Due: Not Specified
PAY-0001018	Complete Payment for Application - APP-0001303	Unpaid	Due: Not Specified
RFI-0001201	Respond to Request for Information - APP-0001303	Not Started	Due: 30 Jun 2022
ERD-0001267	Complete & Submit Environmental Review - PRO-0001072	Not Started	Due: Not Specified
APP-0001303	Complete & Submit Application - APP-0001303	In Progress (Draft)	Due: Not Specified
Applications (1)			
APP-0001303	APP-0001303 - A new proposal	<ul> <li>Submitted</li> </ul>	Last updated: 23 Jun 2022, 2:49pm
APP-0001303	APP-0001303 - A new proposal	<ul> <li>Submitted</li> </ul>	
	APP-0001303 - A new proposal	<ul> <li>Submitted</li> </ul>	

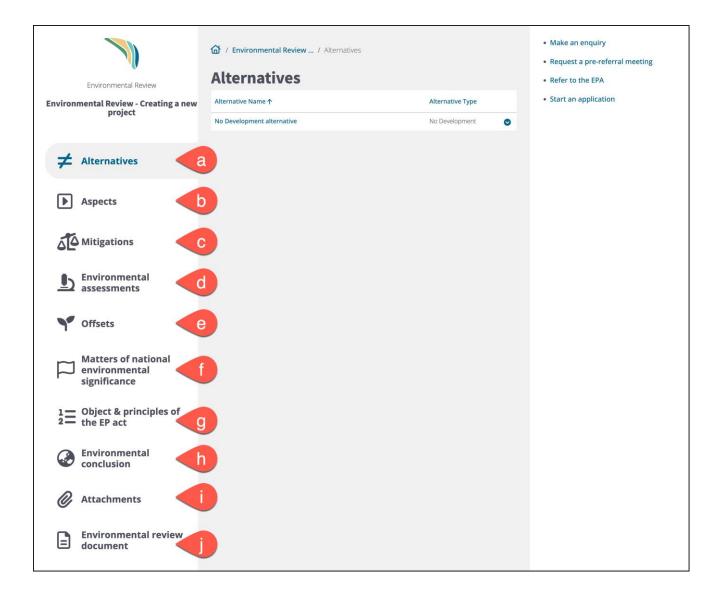
4. Familiarise yourself with the Environmental Review submission form page. Download the required checklist and review the provided instructions, then select **Continue** 

/ Environmental Review - Creatin	g a new project	
<b>Environmental Revie</b>	ew submission form	
40(3) of the EP Act. The Environmenta	ify the form, content, indicative timing and procedure of the environmental review to meet the requirems al Review Scope outlines the preliminary key environmental factors, any specific work required and key an vironmental Review Scope also includes an indicative outline of the timing of the environmental review (in p publish	eas of focus
Before you begin		
Download the Environmen	ıtal Review checklist	
• ,	I to do and have ready to complete the form. You'll need to make sure you have created a project or ma	ke one when
you start.		
Download thethist		
Review important guidelin	ies and instructions	
Ensure you get things right fo	r the best possible outcome	
Environmental factors		
Impact assessment guidanc	e	
How to calculate offsets		
(i) Important		
-	submitted in attachment. It is the EPAs discretion as to whether something remains confidential.	
Conidential mormation must be	submitted in attachment, it is the LFAS discretion as to whether something remains connuential.	

- 5. Review and update the previously submitted content of the ERD, including:
  - a. Alternatives
  - b. Aspects
  - c. Mitigations
  - d. Environmental assessments
  - e. Offsets
  - f. Matters of national environmental significance
  - g. Object and principles of the EP act
  - h. Environmental conclusion
  - i. Attachments
  - j. Environmental review document

Note: for a detailed description of each of the above fields please refer to the Submit an

application in Environment Online reference guide.



#### 6. Select Continue to Environment Review Submission

My environment			Save and Exit O TJ V
Environmental Review	/ Environmental Review / Review Document     Alternative	Make an enquiry     Request a pre-referral meeting     Refer to the EPA	
Environmental Review - I	► Aspects	Ľ	Start an application
	Mitigations	Ľ	
✓ Alternatives	Environmental Assessment	۲	
Aspects	► Offsets	Ľ	
	Matters of National Environmental Significance	Ľ	
Mitigations	• Object & Principles of the EP Act	Ľ	
<b>Environmental</b> assessments	Environmental Conclusion	Ľ	
♥ Offsets	Attachments	Ľ	
Matters of national environmental significance	Continue to Environment Review Submission Back to application		
1 Object & principles of the 2 EP act			
Conclusion			
Attachments			
Environmental review document			

7. Click yes on the pop-up

Note: clicking the pop-up will take you to the next section of the form

dolore si sit tempo sit ration possimu You are leaving this You are leaving this application	et ducinus omnis ut molestiae optio sed earum minima et statiblus tus odit to fill in additional required form. Once you an return back to this form by going to the ERD No Ves	
Name 🛧	Modified	
Confidential	24/08/2022 9-41 AM	

8. Familiarise yourself with the Environmental Review submission form page. Download the required checklist and review the provided instructions, then select **Continue** 

Enviro	nmental Review draft for final submission to the EPA.
	it the process
The e	nvironmental review document submission form contains two additional related forms that need to be completed in conjunction with it. These are the:
	Environmental Review Document Engagement Updates
	ill be able to return to the environmental review document submission form from these related forms. The environmental review document may not need to y completed. For more detailed information about the forms and the process please see Name of knowledge base article.
	re you begin
<b>~</b> —	Update your Environmental Review
	Get a list of things you'll need to do and have ready to complete the form. You'll need to make sure you have created a project or make one when you start.
	Download checklist
	Review important guidelines and instructions
目	Ensure you get things right for the best possible outcome.
	Environmental Factors
	Impact Assessment guidance
	How to calculate offsets
G	) Important
	nfidential information must be submitted in attachment. It is the EPAs discretion as to whether something remains confidential.
0	התערותם ההסודהםנטר הנסג טב סטטחונגבט זה מגמטורורבה. וג זא נויב בראס טוסטרפנטרו מז גט שופעופי סטוופניווווק דפרומודג גטווועפונעמו.

9. Review the summary of the aspects, mitigations and environmental assessments provided. Select

Next

Environmental Review Submission Scottish fold (Ver. 2.00) (ERD-0001531)	Environmental Review As part of a referral to the EPA an Environmental Review of the impact that this project may have on the environment must be completed. Depending on the Level of Assessment assigned to this referral, this Environmental Review may need to be expanded upon and refined further at a later stage of the assessment process. Aspects Mitigations	<ul> <li>Make an enquiry</li> <li>Request a pre-referral meeting</li> <li>Refer to the EPA</li> <li>Start an application</li> <li>Back to application</li> </ul>
Environmental review	Environmental Assessment	
Stakeholder engagement		

10. Review and edit each of the **standard work items** by selecting the down arrow

Environmental Review Submission Scottish fold (Ver. 2.00)	Required scope	rd work items e checklist e includes the proposal specific additional w	ork required as	identified in the Scope for this	Make an enquiry     Request a pre-referral meeting     Refer to the EPA     Start an application
(ERD-0001531)	work item has not	view. Please indicate where and how you hav been completed. Task Description	e met each wo Completed ↑		Back to application
Standard work items	SCP-0001232	All preliminary environmental factors in the record of the level of assessment required by the Chair's determination must be included in the ERD	No	۲	
	SCP-0001233	Environmental management plans are prepared (as required).	No	0	
Specific work items	SCP-0001234	Peer reviews of the scope, methodologies, findings and/or conclusions of surveys and investigations, and/or other information is provided.	No	0	
Stakeholder engagement Summary	SCP-0001235	Potential impacts on Matters of National Environmental Significance are identified under the relevant preliminary environmental factor included in the ERD	No	0	
	< 1 2 3	>			

11. Indicate whether the **standard work item** is complete, and then provide an explanation of how the work item has been or has not been met.

My environment	rê nata	Save and exit
Environmental Review Submission Scottish fold (Ver. 2.00) (ERD-0001531)	Is this work item complete? No Yes	<ul> <li>Make an enquiry</li> <li>Request a pre-referral meeting</li> <li>Refer to the EPA</li> <li>Start an application</li> <li>Back to application</li> </ul>
Environmental review	Explain Provide an explanation of how you have or have not met the work item. Completed items can reference materials (e.g. Completed in survey 123)	
Standard work items		
Specific work items		
Stakeholder engagement		
Summary	Submit	
	Next	
y 0		Logout

- 12. Once all the **standard work items** have been addressed, click next
- 13. Review and edit each of the **specific work items** by selecting the down arrow

Environmental Review Submission Scottish fold (Ver. 2.00) (ERD-0001531)	Specific work items Required scope checklist The following table includes the proposal specific additional work required as identified in the Scope for this Environmental Review. Please indicate where and how you have met each work item, or alternatively justify why a work item has not been completed.		<ul> <li>Make an enquiry</li> <li>Request a pre-referral meeting</li> <li>Refer to the EPA</li> <li>Start an application</li> <li>Back to application</li> </ul>
Environmental review	Scope Number  Task Description ScP-0001242 asdasdasd	Completed↑ Explain	
Standard work items	SCP-0001242 asdasdasd	No	ß
Specific work items	Next		
Summary			
y 🖬	All contents © 2022 Government of Western Australia. All rights reserved.	C	Logout

14. Indicate whether the **specific work item** is complete, and then provide an explanation of how the work item has been or has not been met

Ø My environment	ed anti-	Save and exit
Environmental Review Submission. Scottish fold (Ver. 2.00) (RD:0001531)	C Edit ×	Make an enquiry     Request a pre-referral meeting     Refer to the EPA     Start an application     Back to application
Environmental review	Explain Provide an explanation of how you have or have not met the work item. Completed items can reference materials (e.g. Completed in survey 123)	
Specific work items	Submit	
y 0	Al contents © 2022 Government of Western Australia All rights reserved.	Logout

- 15. Once all the **specific work items** have been addressed, click **next**
- 16. On the **Stakeholder engagement page** update the following sections, if required:
  - a. Decision Making Authorities
  - b. Key stakeholders
  - c. Consutlation register
  - d. Commonwealth government approvals

Note: For easy navigation, right-click on each section that needs updating and open the section in

a new tab.

Environmental Review Submission Scottish fold (Ver. 2.00) (ERD-0001531)	Engagement updates Please ensure the following details are up-to-date. A record of the information contained in the tables will be made when this form is submitted.	<ul> <li>Make an enquiry</li> <li>Request a pre-referral meeting</li> <li>Refer to the EPA</li> <li>Start an application</li> <li>Back to application</li> </ul>
Environmental review  Standard work items  Specific work items	Please add all decision making authonities for this project below.  Key Stakeholders C Update Stakeholders Ensure that you have included the traditional land owners in your list of key stakeholders.  Consultation Register C Update Consultations Please identify relevant organisations, associations, or individuals whom you have or have not had consultations with. You must justify why you have not had consultations with potentially interested parties. Be sure to include the last 3 consultations with traditional and owners.	Þ
Stakeholder engagement	Commonwealth government approvals (CGA's) C Update CGA's If your commonwealth status has changed, please ensure you reflect the correct status.	

#### 17. Click **next**

18. Review the **summary** of information provided in the **Environmental Review Submission** 

Environmental Review Submission Scottish fold (Ver. 2.00) (ERD-0001531)	Review & submit Please ensure the information provided is current and accurate before submitting this Environmental Review Environmental Review Standard work items	<ul> <li>Make an enquiry</li> <li>Request a pre-referral meeting</li> <li>Refer to the EPA</li> <li>Start an application</li> <li>Back to application</li> </ul>
Environmental review	Specific work items     Stakeholder engagement	
Standard work items		
Specific work items	Teonfirm that I am authorised and have delegated authority to submit this application and engage in communication with the EPA and the Department of Water and Environmental Regulation regarding this application.	
Stakeholder engagement	Submit Environmental Review Submission	
E Summary	Back to application	

19. The application will commence a validation process

	Validating application	Help
EPA referral	Status Validation summary	Pages • Step-by-step through the proposal assessment process • Forms & Templates • Step-by-step through the proposal
	Re-validate Return to referral	assessment process Guidelines & Procedures  • Step-by-step through the proposal assessment process
y D	All contents © 2022 Government of Western Australia. All rights reserved.	Logout

20. When your application is successfully validated, it is automatically submitted to the EPA for review.

21. The **Thank You** page will display. Take note of your **reference number**.

Thank You		
	Next steps         Imeframes and next steps         Subtext that provides and indication of timeline for amendments to be approved.         Environmental Review Instructions         Assess on Referal Instructions         Guidelines and procedures	
	<ul> <li>Associated fees</li> <li>Subtext that provides information regarding how fees are calculated for changes.</li> <li>How fees are incurred</li> <li>Guidelines and procedures</li> </ul>	
	Sublex that provides information regarding now rees are calculated for changes. How fees are incurred	

22. You will receive an email notification, and the referral can be viewed in your tasks list of My environment.

